

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR TRANSPORTATION ENGINEER	OFFICE OF DESIGN III/TRAFFIC DESIGN BR B	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CHIEF, TRAFFIC DESIGN BRANCH B	9xx-203-3161-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under general direction of the Central Region Office Chief of Design III, plans the work and directs his/her staff in the Traffic Design Branch B for the Central Region.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
25%	E	Monitors and maintains scope, cost, and schedule of projects during the design stage.
25%	E	Reviews, makes recommendations and approves signing, traffic control devices installations and delineation on state highway system.
20%	E	Performs the necessary supervisory requirements, i.e., approve time sheets, prepare employee performance reports, etc.
10%	E	Meets and confers with staff from the tailored districts and design units on traffic matters related to the traffic design stages.
10%	E	Directs staff in the preparation of personnel and operation budget for Traffic Design Branch B.
10%	E	In addition to supervising the unit, the incumbent serves on Statewide committees, District Committees, Ad Hoc committees with other State agencies and local agencies in the Central Region. Reviews and critiques proposed changes in policy and procedures as they relate to traffic engineering. Serves as expert witness. Provide support and consultation to Districts' Maintenance, Construction, Project Development, and claims. Participate in special studies and programs. Maintain liaison with local agencies and Headquarters staff and the general public. Acts on behalf of the Office of Design III Chief in his/her absence.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Senior Transportation Engineer is in charge of the Traffic Design Branch, which has a staff of thirteen employees. Incumbent assigns work to the branch personnel, reviewing employee efforts for sufficiency, quality and accuracy while maintaining schedules and meeting deadlines.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Incumbent is expected to have broad knowledge of all phases of engineering, departmental operations, and their interrelationship to project location and design. This includes traffic design procedures, economics, financing, environmental considerations, principles and technique of personnel management and computer principles.

Ability to lay out work strategies, analyze situations accurately and adopt an effective course of action, make effective presentations, dictate correspondence and report preparation are absolutely essential.

Must have the ability to evaluate priorities and schedule the workload of the traffic functions to insure timely delivery.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment in the review, recommendation and approval of design features could result in increased accidents, damage to property, personal injury and/or death to members of the traveling public, and increased tort liability.

PUBLIC AND INTERNAL CONTACTS

Contact is made on daily basis with various departments within the Central Region, which includes District 05, 06, and 10. Occasionally, there may be contact with the local organizations and authorities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting / carrying light objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling. The incumbents should not move office furniture or equipment.

The workload is subject to frequent, substantial, and unexpected changes within a short time period. Overtime may be required to complete tasks assigned. Vacations may be restricted during peak times and fiscal year-end closing. The incumbent must grasp the essence of new information and master new technical and business knowledge.

Incumbent must be able to evaluate and understand critical calculations, data, and other material that may require long periods of concentration and mental focus. The incumbent must be able to work in a noisy and occasionally disruptive work environment. The incumbent must be able to handle a number of multi-tasking assignments and deadlines in completing assigned work.

The incumbent must be able to develop and maintain cooperative relationships with others, both individually and within a team environment, and respond appropriately to difficult situations within department policies and procedures. The incumbent must be able to resolve emotionally charged issues reasonably and diplomatically.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office environment under artificial lighting, and maybe within a confined space such as a cubical or workspace. The incumbent may be asked to travel on one-day or overnight trips.

The incumbent may be asked to work outdoors to conduct project field reviews or collect project data. The incumbent will be exposed to loud noise, dust/dirt, uneven surfaces, airborne particles, extreme weather, heights, and the traveling public.

While performing the duties of this job, the employee may be exposed to moving traffic.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
